

KIDDERMINSTER TOWN COUNCIL  
Vicar Street  
Kidderminster  
Worcestershire  
DY10 1DA



office@kidderminstertowncouncil.gov.uk  
www.kidderminstertowncouncil.gov.uk  
01562 732680

---

8<sup>th</sup> December 2022

The meeting of the **STAFFING COMMITTEE** will be held in the **COUNCIL CHAMBER, KIDDERMINSTER TOWN HALL** on **THURSDAY 15<sup>TH</sup> DECEMBER 2022** at **6:00PM** when Members are summoned to attend.

Yours Sincerely

A handwritten signature in blue ink that reads "Lee Jakeman".

Lee Jakeman  
Chief Executive

---

Membership: Councillors: J. Smith (Chairman); H. Dyke (Vice Chairman); R. Bishop, B. Hopkins and S. Rook.

## **STAFFING COMMITTEE AGENDA – THURSDAY 15<sup>TH</sup> DECEMBER 2022**

### **1. Apologies for absence**

### **2. Declarations of interest**

To receive declarations under consideration on this agenda in accordance with the Localism Act 2011 s32 and The Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012.

Members are reminded that should you declare a pecuniary interest at a meeting, it is your responsibility to inform the Monitoring officer.

### **3. Minutes**

3.1. To approve the minutes of the meeting of Staffing Committee held on Wednesday 26<sup>TH</sup> October 2022.

### **4. Exclusion of the public and press**

**RECOMMENDED** in terms of Schedule 12A, Local Government Act 1972, the following items will be likely to disclose exempt information relating to establishment and contractual matters and it is, therefore, **RECOMMENDED** that pursuant to the provisions of the Public Bodies (Admissions to Meetings) Act 1960, the public and press be excluded.

### **5. Staffing**

**KIDDERMINSTER TOWN COUNCIL**  
**Minutes of the Staffing Committee of Kidderminster Town Council**  
**held in the Council Chamber, Kidderminster Town Hall**  
**on Wednesday 26<sup>th</sup> October 2022 at 6:00pm**

Present:  
Councillors:  
Smith (Chair)  
Dyke  
Bishop  
Hopkins  
Rook

In Attendance:  
Mr L. Jakeman, Chief Executive

S.007 **APOLOGIES FOR ABSENCE**

Nil.

S.008 **DECLARATIONS OF INTEREST**

Nil.

S.009 **PUBLIC QUESTION TIME**

Members were informed that no public questions had been received.

S.010 **MINUTES**

**RESOLVED:** That the minutes of the Staffing Committee meeting held on Wednesday 5<sup>th</sup> October 2022 were a correct record and duly signed by the Chair.

S.011 **EXCLUSION OF THE PRESS AND PUBLIC**

**RESOLVED:** In terms of Schedule 12A, Local Government Act 1972, the following items will be likely to disclose exempt information relating to establishment and contractual matters and it is, therefore, **RESOLVED** that pursuant to the provisions of the Public Bodies (Admissions to Meetings) Act 1960, the public and press be excluded.

(Note: While the discussions are confidential the decisions made are documented for the public record)

S. 012      **STAFFING**

Members received a summary report from the Town Clerk on general staffing matters/ terms of service and associated personnel issues.

Members discussed and considered a number of workforce related matters including:

- Staff departures / retirements
- Recruitment
- Employment contracts
- Staffing Structure

**RESOLVED:** to forward a confidential report to the next meeting of the Full Town Council that provides a summary of the discussions; any delegated decisions made and any recommendations that require approval by the Town Council.